

Katie Hobbs
Governor



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ARIZONA DEPARTMENT OF ADMINISTRATION

STATE PROCUREMENT OFFICE

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PUBLIC MEETING NOTICE

ARIZONA SET-ASIDE COMMITTEE WILL HOLD A MEETING ON:
Tuesday, April 22, 2025 1:30pm – 3:30pm

Google Meet joining info

Video call link: <https://meet.google.com/ruh-vphz-rmw>
Or dial: (US) +1 413-728-2657
PIN: 409 940#

Pursuant to Arizona Revised Statutes (A.R.S.) § 38-431.03(A)(3), the Arizona Set-Aside Committee (Committee) may vote to go into Executive Session for the purpose of obtaining legal advice from its attorney on any matter listed on the agenda. Any such Executive Session will not be open to the public.

AGENDA

I. CALL TO ORDER

II. ROLL CALL

Yanneth Montes – Co-Chair, State Procurement Office [On Call](#)
Ken Sanchez – Co-Chair, State Procurement Office [On Call](#)
David Steinmetz – Arizona Industries for the Blind [On Call](#)
Athena Elliston – Arizona State Retirement System [On Call](#)
Kristen Mackey – Department of Economic Security [On Call](#)
Pamela Veal – Department of Transportation [Absent](#)
Michael Mccarville – Arizona Correctional Industries [Absent](#)
Natalya Brown – Beacon Group [On Call](#)

III. CONFLICT OF INTEREST

[Natalya Brown from Beacon Group to recuse herself during the review of CTR072114.](#)

IV. APPROVAL OF MINUTES

01/22/2025 - Entertain motion for approval, disapproval or tabling approval of minutes.

[David Steinmetz motions to approve.](#)
[Kristen Mackey seconds motion to approve.](#)
[6 voted yes to proceed. 2 absent.](#)

V. CNAID APPLICATION REVIEW: *If you are a member of the public or an interested party and would like to speak on any of the below items, please send the Chair an email (yanneth.montes@azdoa.gov)*

prior to the start of the meeting.

Introduction of CNAID Application – Purpose is only to approve or disapprove the applicant as a CNAID. NO Set Aside Contracts are being approved or reviewed at this time.

Review of Application from: DePaul Services/DPI Group

Received: 6/9/2024

Application completed in it's entirety: Yes

All supportive documentation reviewed and complete: Yes

Location Visit on: 1/15/2025 by Ken Sanchez and Yanneth Montes and Niki Large.

Employees with Disability Ratio: 81.66% per application.

Services: Staffing

1. Applicant floor time – Organization background (5-10 minutes only).
2. Committee Review and Discussion.

Committee chair opened floor to applicant to present.

Kristen Mackey asks about the average wage, asking for examples of minimum and maximum dollars per hour, and how many hours per week do individuals with disabilities make? Supplier responds to an estimate between 17 and 23 dollars per hour. Federal contracts can be an estimate between 25 and 35 dollars per hour. The average work schedule is an estimate between 32 to 40 hours per week.

Ken Sanchez asks who the supplier's major customer in Arizona is. The supplier responded with the Department of Defense.

3. Entertain motion for approval, disapproval or tabling the approval of application for CNAID status under Set Aside Committee.

Kristen Mackey motions to approve.

Ken Sanchez seconds motion to approve.

6 voted yes to approve. 2 absent.

VI. CONTRACT EXTENSION, PROPOSAL, AND AMENDMENT REVIEWS: *If you are a member of the public or an interested party and would like to speak on any of the below items, please send the Chair an email (yanneth.montes@azdoa.gov) prior to the start of the meeting.*

Report on upcoming contract extensions – Yanneth Montes

A. CTR072114

Document Media and Hard Drive Destruction Services – Beacon Group

Expiration Date: 6/30/2025

Max End Date 6/30/2029

Disposition: Term Extension– No Price Adjustment

1. Committee Review and Discussion
2. Entertain motion for approval, disapproval or tabling the new term commencing on 7/1/2025 and ending on 6/30/2026.

Natalya Brown from Beacon Group recused themselves.

David Steinmetz motions to approve.

Kristen Mackey seconds motion to approve.

5 voted yes to approve. 2 absent. 1 recused themselves.

B. CTR072115

Document Media and Hard Drive Destruction Services – The Center for Habilitation ASSD Document Destruction

Expiration Date: 6/30/2025

Max End Date 6/30/2029

Disposition: Term Extension – No Price Adjustment

1. Committee Review and Discussion
2. Entertain motion for approval, disapproval or tabling the new term commencing on 7/1/2025 and ending on 6/30/2026

Kristen Mackey motions to approve.

Athena Elliston seconds motion to approve.

6 voted yes to approve. 2 absent.

VII. **PUBLIC MEETING LAWS REVIEW**

Presentation by SPO Counsel Kelly Wagner (30 Minutes)

Committee chair opened the floor to Kelly Wagner to present.

VIII. **REPORT ON 1% GOAL and Open Items**

A. FY25 Report – Yanneth Montes

Yanneth reviewed Set Aside metrics.

B. Open Items:

Creation of Subcommittee for marketing efforts of Set Aside.

Natalya Brown volunteered as subcommittee member.

Kristen Mackey volunteered as subcommittee member.

David Steinmetz volunteered as subcommittee member.

IX. **FUTURE AGENDA ITEMS**

Chair will hear requests from members of the committee on issues for future consideration and discussion.

Committee chair opened floor to members of the committee. No response from members on additional issues.

X. **CALL TO THE PUBLIC**

At this time, the committee will hear comments from the public. Members of the committee may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. § 38-431.01(G), action taken as a result of public comment will be limited to directing staff to study the matter or scheduling the matter for future consideration and decision at a later date.

Ken Sanchez announced separation from the Set Aside Program.

XI. ADJOURNMENT

Committee chair adjourns meeting on Tuesday, April 22, 2025 at 02:49 p.m. MST.

XII. MATERIALS

A copy of the agenda and Committee packets (excluding materials exempt from public inspection) will be available at least 24 hours in advance of the meeting, at the State Procurement Office, located at 1400 W. Washington, Ste. 3100, Phoenix, AZ 85007.

NEXT MEETING:

Set-Aside Committee Meeting

July 23, 2025 1:30 -3:00 pm.

Google Meet joining info

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